

Partnering Advisory Committee Meeting Notes

Date: April 3, 2008

Location: ADOT Boardroom

ACTION PLAN

WHAT	BY WHOM	WHEN
Sub-Committee Action Items		
• Development Partnering Model – Continue getting feedback on process improvement recommendations	L. Peterson	6/11/08
• Address field report/construction office communication issues with Julio	J. Young	6/10/08
• Check-in with Constituent groups for Partnering issues prior to June 11, 2008 meeting – written if you can't attend June 11, 2008 meeting	All PAC	6/10/08
• Attend next PAC Meeting	All PAC Members	6/10/08
• Bring refreshments for June 11 th PAC meeting	Michelle Fink	6/11/08

NEXT PARTNERING ADVISORY COMMITTEE MEETING

June 11, 2008

9 A.M. – Noon

HDRC Grand Canyon #3

Agenda items for next meeting

- Re-do the PAC Mission
- Report outs by constituent group
- Update on miscommunication issues between Field Reports and Construction offices

FUTURE PARTNERING ADVISORY COMMITTEE MEETING DATES:

September 10, 2008

9 A.M. - Noon

HDRC Grand Canyon #3

December 3, 2008

8 AM – 2:00 PM

ATTACHMENTS:

Partnering Advisory Committee (PAC) Membership Roster

For questions, assistance & information please refer to the ADOT Partnering web site:

<http://www.azdot.gov/CCPartnerships/Partnering/index.asp>

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MEETING HIGHLIGHTS

Questions of the Day: What are current Partnering issues this group needs to address?

- Identification of the next level for the Partnering process. What improvements should be made? – James Young
- How can we make the Partnering Workshops and PAC more meaningful? (Seems like the groups are going through the motions and issues are resurfacing.) – Mike Zimnick
- Has there been a change with the level of follow-up on the maintenance phase of projects since the facilitator fees for follow-up were removed from the contract? – Renee Hoekstra
- Sub-contractor issue identification and resolution – Russ Hanson
- How can Partnering help the design side? - Vivien Lattibeaudiere

Check-in with PAC members re: Stakeholder Group News:

- **Evonne Aldana** new Partnering office facilitator
- **Bonnie Opie** new Partnering facilitator
- **Renee Hoekstra** (RH Associates) facilitator group, first meeting in a year, check in to see on-going participation requirements. Doing UDOT work/training 1400 in last 2.5 years. Evaluating next directions. Also doing KDOT (Kansas) work. Can bring other state perspectives.
- **James Young** Partnering Director. Need 10 positions/have 7 people. Bonnie and Evonne will facilitate non-construction projects. BLM has 12-15 subteams (task teams). Tonto has 6 task teams. Evonne – city and tribal partnerships (Mesa, Tempe, Tucson, and working on Phoenix) Public partnering done to improve understanding and communications across organizations. Partnering trainer hired in February. Partnering classes moving to part e-learning model. 2 Workshop coordinator positions are vacant. (Renee – city of Phoenix does have some involvement already in Partnering)
- **Michelle Fink** Education coordinator in Partnering Office. Annual event in December – looking for themes and ideas. Going green is popular idea. Monthly event meetings for planning. Looking for co-chair from ACEC. Trying to build up roster for PAC. Survey yielded new member suggestions. February new contract for facility and catering contracts for events. Getting good feedback on change so far.
- **Mike Zimnick** ADOT Phoenix District. Terrible experience with new contract for catering. Food late wrong address, etc. Hiring freeze affecting him, too. Lot of things on his plate. No summer job fair. Going to have to hire more contractors to fill in the gap. Upcoming opening ceremony on Red Mountain (summer 2008) – final installment on 20 years of work.
- **Bill Kelton** R. E. Monks. ADOT work since late 70's. Concerned about accountability when you bring more work in house.
- **Nancy Herrington** People Builders has contract at Civil rights office supporting DBEs – may be of benefit to bring them into Partnering.
- **Bill Palmer** People Builders new facilitator.

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- **Rod Lane** ADOT Tucson Construction. Maintain involvement. Doing a widening job in Tucson (Renee-doing a fabulous job on Tucson project)
- **Adam Carreon** ADOT Tucson district Casa Grande in house ADOT facilitator. Annual event went well in December. Doing a project on I-10. Studying for PE exam.
- **David Burbank** ADOT Materials group
- **Allan Lowe** visitor consultant and partnering consultant with Alberta, CA. Wrote their manual. ADOT in the outside world recognized as a leader in Partnering.
- **Russ Hanson** Partnering consultant. Not aware of any current issues. Seeing effect of transition to the internal Partnering Office. External work slow this year. Feedback from the sub-contractors having issues with prime on “how do we get our partnering needs met, if the prime is not supporting?”
- **Vivien Lattibeaudiere** ADOT Engineering consulting section director 25 staff/500 engineering contracts managed. How can Partnering help on the design-side? Having to revoke/cancel contacts – looking to resolve issues before they get to that point. Internally, have used partnering to address internal issues.

SUBCOMMITTEE UPDATES:

Annual Partnering Event –

- Dan Spitz from Achen-Gardner co-chair of this year’s event.
- Monthly planning meetings underway. Looking for volunteers to help with the event.

Post Design Support:

- Berwyn to provide final report to Natalie to include with the minutes.

Design Partnering Model: No report.

Partnering Spec Changes:

- Partnering has been voluntary in the past. Aim is to change the language to make it mandatory.
- AGC has agreed to set up a general contractor partnering training class. Topics include: Introduction to Partnering, field resolution of issues, leaders guide to issue resolution and public involvement on the contractor side.
- Will not be in the new book – blue book.
- (Russ comment – “how to make partnering work in the field” needs both ADOT and contractor attendance.)
- (Renee – UDOT has made it mandatory for Phase 1 & 2 partnering training for UDOT, contractors, and consultants. It has been key because the key stakeholders are there. ADOT, we need to get better involvement from the general contractors.)

DISCUSSION TOPICS:

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After a lengthy discussion around the annual survey, the group came back to the question asked by Rod, "Who do we advise?" As a result of the conversation, the group decided that it is time to revisit its mission and change report-outs to be constituent group focused.

Sub-discussion:

The discussion item revolved around miscommunication between Field Reports office and the Construction office and mixed messages being sent to the contractors.

These are some of the items that need to be discussed with Julio before June 10.

1. How can we facilitate better communication between the 2 offices?
2. Can we get a Field Report Rep at the PAC meeting?
3. Need an issue resolution process within ADOT
4. Is an internal Partnering workshop needed?
5. Need a formal close out process for contractors

MEETING FEEDBACK (Note: ✓ means multiple entries of same comment)

MOST VALUABLE:

Check-In	✓
Survey results	✓✓✓
Subcommittee Update	
Discussion Topic	
Networking	✓✓✓
Workshop Discussion	✓✓✓✓✓✓✓
Other	✓

- Input from ADOT & Contractor

SUGGESTIONS FOR THE FUTURE:

- Have ADOT Upper management attend and Field Reports
- The presence of James. This is the second meeting that he has pretty much missed. He helps set the tone for the committee.
- Sub-committee reports should have been given by a substitute since original person wasn't here
- Update of our charter a good thing for next meeting
- I think we already covered this topic
- Review mission statement
- Identify the purpose and impact of the group. Clarify who needs to be part of the group. Partnering office needs to identify who should resolve issues between field reports and construction.

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- Make these meetings meaningful - good discussions, transfer of info., resolve issues, change processes of necessary.

OVERALL RATING OF THE MEETING:

1	2	3	4	Average 2.67
1	1	7		

(Scale: 1=Needs Significant Improvement, 4=Excellent, met all expectations)

COMMENTS:

- Meeting expectations, but needs improvement
- Meeting went well
- Hard to keep meeting moving forward without ADOT management
- Julio must attend

CAN YOU SUGGEST A MEETING TOPIC FOR THE NEXT MEETING?

- Who do we report to? Who gives us authority to direct work?
- New or updated charter
- Need to answer the question: "Why are we here?"
- How to resolve ADOT admin issues
- Focus more on issue resolution rather than information and status.

Recommended contacts to join PAC:

<u>Name</u>	<u>Organization</u>
Mark Haroff	Bob's Barricades
Bill Vail	Ashton
Greg Gentsch	Tucson District Engineer